

Attendees: Scott Dawson (Chair), David Cavallaro, Beau Correll, , Susan Drew, Marilyn Finnemore, Cory Garman, Mark Lore, Steve Maclin, and Andrea Smith. **Downtown Manager:** Jennifer Bell, **City Manager:** Eden Freeman, **City Attorney:** Tony Williams. **Absent:** Kathlene Courtney. (Notes taken by Jennifer Bell)

➤ **Call to Order**

➤ **Approval of Minutes**

- Approval of previous meeting minutes – *Unanimously approved*

➤ **Officers' Reports**

- Chairperson's Report – Scott Dawson
 - Expenditures Report – noted that final numbers for the fiscal year are still coming in and a final report should be submitted at the August meeting.
 - By Laws Revision - Rick McClendon before leaving submitted a recommendation for by laws changes regarding electing a Vice Chair when a vacancy occurs mid-term. Scott proposed that the by laws change be voted on at the next meeting.

➤ **Standing Committee Reports**

- Economic Restructuring – David Cavallaro
 - David gave an update on the Greatness Program, circulated basic concept and spending plan. Beau complimented David's leadership in the formation of this program. *Beau moved to approve the program as proposed – motion to approve \$20,000 allocated by City Council for the Greatness Program as generally outlined within this [proposal document], seconded by Andrea. Motion Passed (9-1).*
 - A discussion continued regarding details not yet determined about the program. *Beau moved that "we refer the finalization of the media campaign to the Economic Restructuring Committee that it be published and that all those on the board who wish to attend may attend. Andrea seconded the motion and the motion passed unanimously.*
- Organization
 - Special Events Contract discussion was conducted.
- Design
 - Corey, Cory and Jennifer did a walk-through of the downtown. Cory complimented the progress the City has made on improvements.
- Promotions – Mark Lore
 - Mark highlighted that the committee has begun editing the OTW Shopping and Dining Guide and that he welcomes assistance in outreach to businesses and in distributing rack cards and window clings.
- Ad Hoc Committees
 - No meetings.

➤ **Downtown Manager's Updates – Jennifer Bell**

- FY2015 Budget – Jennifer noted the beginning of the new fiscal year and distributed the FY2016 budget which began July 1.
- Farmers Market – continues to operate successfully and look for more volunteers.

- Events - mentioned upcoming events especially Rockin Independence Eve July 3.

➤ **Closed Session**

- Scott asked for a MOTION TO CONVENE IN A CLOSED SESSION OF THE OLD TOWN DEVELOPMENT BOARD PURSUANT TO SECTION 2.2-3711(A)(29 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION OF THE SUBJECT OF THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS OR SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE CITY. CORY MADE A MOTION WHICH WAS SECONDED BY MARILYN AND PASSED UNANIMOUSLY.
 - The OTDB convened into closed session. *There was a motion to reconvene in open session by Mark seconded by David and approved unanimously. Scott called for a roll call vote to “ask each member to certify that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were discussed during the closed meeting and that only those public business matters identified in the motion which convened the closed meeting were heard, discussed or considered during the closed meeting.” After clarification of the meaning of this a roll call vote was taken and approved by all OTDB Members present.*

➤ **Old Business**

- Special Event Contract – *A motion was made by Marilyn to recommend renewing the Special Event Contract for an additional year with the stipulation “that the OTDB has improved oversight in the contract and are able to collect more comprehensive data and clear up the brand on it” and she submitted a document to clarify. Motion seconded and approved.*

➤ **New Business**

➤ **Public Comments**

Motion to adjourn. Seconded. Unanimously approved.

Adjournment 6:50. Next meeting – Thursday, August 6, 2015 at 5:30 p.m. in the Exhibit Hall, 4th Floor of City Hall